8100 PROCEDURE 603
Requests for CAL FIRE Resources to Local Government Non-Fire, Non-Law Enforcement Incidents
(No.50 June 2015)

(See Policy 8162.3 – Requests for CALFIRE Resources to Local Government Non-Fire, Non-Law Enforcement Incidents)
(See 8100 Exhibit – Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet)
(See 8100 Exhibit - Administrative Unit Boundaries (Defined) and 3-Letter Alpha Identifiers)

In the event of a non-fire, non-law enforcement incident, local government agencies may request resources from CAL FIRE. Requests placed directly to the Unit from a local government agency within their Unit may be filled with Unit resources at the Unit Duty Chief's discretion.

The Unit Duty Chief may request that the local government agency using the CAL FIRE Unit resources initiate a request for Cal OES Mission Tasking. This request must be processed through the Cal OES Emergency Management Ordering System.

>   Note: If the resource utilized is a CDCR/CAL FIRE inmate crew, one mission
>   number will be assigned to cover both agencies. See "Combined Mission
>   Tasking" in Exhibits.

Any requests that are unable to be filled with CAL FIRE Unit resources must be ordered via the Cal OES Emergency Management Ordering System (Mission Tasking).

Any commitment of CAL FIRE resources originating at the Unit level to assist local government incidents will require the completion and submittal of the "Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet".

Responsibilities and Action

Requests Placed Directly to the Unit from a Local Government Agency

Unit CC

1. Receive request(s) for CAL FIRE assistance for a non-fire, non-law enforcement incident directly from a local agency.

2. Notify the Unit Duty Chief.

3. Generate an incident in the Dispatch System of Record.

4. Enter the incident in the Resource Ordering System of Record.

5. Enter the request into the Resource Ordering System of Record.

6. Fill the request as directed by the Unit Duty Chief on a Unit incident number.

    a. Only CAL FIRE Unit resources shall be committed to the Unit incident number.

        i. Any requests that are unable to be filled with CAL FIRE Unit resources must be ordered by the requesting local Agency via the Cal OES Emergency Management Ordering System of Record (Mission Tasking).

    b. If mission tasking occurs after Unit resources have been assigned, the CAL FIRE Unit resources will need to be reassigned from the Unit incident number to the CDF incident number – see "Requests placed from Cal OES Headquarters to Sacramento CC" below.

        i. Mission numbers may be assigned at the local level, however formal mission tasking does not occur until a request is received by CAL FIRE from Cal OES at the state level.

7. Complete the "Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet" and email to the Region OCC.

    a. Notify the Region Duty Officer of any changes in resource or mission request tasking status.

8. Assign an Agency Representative (AREP) to the local EOC as necessary.

Region OCC

1. Receive the "Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet" from the Unit.

    a. Review the form and make sure all pertinent information is completed.

2. Notify the Region Duty Chief.

3. Forward the "Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet" to the Sacramento CC.

4. Notify the Region Duty Chief and Sacramento CC of any changes in resource or mission request tasking status.

Sac CC

1. Receive the "Notification of CAL FIRE Resources Assigned to Non-Fire Incidents-Worksheet".

   a. Review the worksheet for content

2. Notify the Sacramento Duty Chief.

Mission Tasking requests placed from Cal OES Headquarters to Sacramento CC

Sac CC

1. Receive request(s) for CAL FIRE assistance for a non-fire, non-law enforcement incident directly from Cal OES Headquarters.

   a. Confirm the Cal OES Mission Number.

   b. Ensure the request has been processed in the Cal OES Ordering System of Record.

2. Notify the Sacramento Duty Chief.

3. Generate a CA-CDF incident number into the Resource Ordering System of Record and create the necessary requests.

   a. Enter the Cal OES Mission Number into the requests.

4. Process the requests in the Resource Ordering System of Record to the appropriate Region OCC to be filled with the closest resources.

5. Based on the recommendation of the Sacramento Duty Chief determine if an Agency Representative (AREP) needs to be assigned.

   a. If required process this request.

6. Notify CAL FIRE Accounting Office for the processing of PCA and non-emergency funds.

Region OCC

1. Receive requests from Sac CC in the Resource Ordering System of Record

2. Notify the Region Duty Chief.

3. Process the requests to the appropriate Unit to be filled.

Unit CC

1. Receive requests from Region OCC in the Resource Ordering System of Record.

2. Notify Unit Duty Chief.

3. Fill requests

   a. With CAL FIRE Unit resources.

   b. If CAL FIRE Unit resources were already assigned to the incident on a local Unit incident number, the Unit resources need to be reassigned to the CDF incident number.

Releasing CAL FIRE Resources from Mission Tasking

Unit CC

1. Receive information that resources have been released from the non-fire incident.

2. Advise the Region OCC of resource releases including ETD and ETA information.

Region OCC

1. Receive information from the Unit ECC that resources have been released.

2. Notify Sacramento CC of the resource releases.

Sac CC

1. Receive information of the resource release.

   a. Confirm with Cal OES that the resource(s) have been released.

2. Release the resources from the incident.

3. Close the incident when all resources have been released.

4. Notify Cal OES and close the Cal OES Mission number.

5. Notify CAL FIRE Accounting Office (as appropriate).

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